DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING 198 COUNTY DF JUNEAU, WI 53039 October 1, 2013

MINUTES

- 1. **CALL TO ORDER**: Meeting was called to order by Chairman Bischoff at 8:02 a.m. with the following members present:
- 2. ROLL CALL:

Robert Ballweg Larry Bischoff Jeff Duchac John Fabisch Tom Schaefer

ABSENT: None.

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Jane E. Hooper, Clearview Administrator; Gerald Schoppe, Clearview Director of Environmental Services; Jacqueline Kuhl, Brain Injury Center Unit Coordinator; Lori Kurutz, Director of Support Services; Tony Marchese, Director of Finance; and Lindsay Kirchoff, Assisted Living Supervisor.

- 3. **APPROVAL OF MINUTES OF SEPTEMBER 4, 2013 MEETING**: Motion made by Duchac to approve the September 4, 2013 Minutes; seconded by Fabisch. Motion carried.
- 4. **APPROVAL DEVIATING FROM THE AGENDA**: Motion made by Ballweg to deviate from the Agenda if required; seconded by Schaefer. Motion carried.
- 5. **PUBLIC COMMENT**: None to report.
- 6. **COMMITTEE MEMBER REPORTS**: None.
- 7. **INVOLUNTARY DISCHARGES**: None to report.
- 8. **CENSUS REPORTS**:

CBIC: 22 of 30
Clearview North: 128 of 140
Clearview Behavioral Health 1/2: 20 of 20
ICF-IID (formerly FDD): 43 of 46
Trailview 3 of 4
Clearview Community Group Home: 4 of 4

9. **ADMINISTRATOR'S REPORT:**

- Draft Management Letter / County Audit: Administrator Jim Mielke distributed the management letter from Johnson Block & Co., Inc. to the Committee. A discussion was held regarding its content with the previously discussed policy implementation. The Committee had no further recommendations.
- Generator Add-On Update: Gerald Schoppe, Clearview Director of Environmental Services, presented an update on the generator add-on. Altmeyer Electric did an amp test for one week on the air handling electrical panel and said it would work to add it on the generator. They also said it would be good if Johnson Controls could sequence the units so they don't all start up at the same time. We will get the order in so they can start as soon as possible. The Committee agreed with proceeding with the add-on.
- IID Survey: The IID survey was held in September. No citations were issued. The life safety survey on IID has not yet been completed by the State Engineer.
- Update: CBRF: CBRF training begins October 14. Approximately 20 in-house staff members are interested in becoming CBRF trained; some of these individuals are already CBRF trained. The Bureau of Assisted Living Surveyor will be here on October 28, 2013.
- **Budget:** In 2014, Clearview will cover the levy of \$262,313 from its Fund Balance. Clearview will not be on the 2014 Dodge County Tax Levy.
- Write-Off: Recommendation was presented to the Dodge County Finance Committee and was approved to move forward with these write offs. Motion to approve the write off of \$664,598 and to forward these recommendations to the Finance Committee by Duchac; seconded by Schaefer. Motion carried.
- Financial Report (through July 2013) Anthony Marchese, Director of Finance:

MCHA

Revenue: Revenue actual \$6,334,246; budgeted \$6,044,274 **Expenses**: Expenses actual \$9,580,102; budgeted \$9,157,070

COMMUNITY GROUP HOME

Revenues actual \$190,762; budgeted \$219,377 Expenses actual \$191,404; budgeted \$176,828

TRAILVIEW

Revenues actual \$132,666; budgeted \$172,833 Expenses actual \$142,033; budgeted \$160,465

CLEARVIEW BRAIN INJURY CENTER

Revenues actual \$3,462,407; budgeted \$3,362,394 Expenses actual \$2,158,095; budgeted \$2,019,402

STATE CERTIFIED UNIT (CLEARVIEW BEHAVIORAL HEALTH FACILITY)

Revenues actual \$1,328,389; budgeted \$1,358,468 Expenses actual \$1,095,605; budgeted \$1,187,070

OVERALL

YTD Revenue actual \$13,529,398; budgeted \$13,336,494 YTD Expenses actual \$14,269,159; budget \$14,404,006

- 10. **NEXT MEETING DATE**: **Tuesday, November 5, 2013, at 8:30 a.m.** in the Towne Centre Conference Room on the first floor of Clearview, located at 198 County DF, Juneau, Wisconsin.
- 11. **ADJOURN**: There being no further business to come before the Committee, Motion by Fabisch to adjourn; seconded by Schaefer. Meeting adjourned at 9:52 a.m.

Dated this 5th day of November, 2013.

Respectfully submitted,

Thomas Schaefer
Thomas Schaefer, Secretary